

ADVERT ID 194234

Secretary

Drimoleague NS

Drimoleague Drimoleague

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Tue May 30 2023 16:58:49
Application Closing Date:	Fri Jun 16 2023
Commencement Date:	Fri Sep 1 2023
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Senior School
Gender:	Co-Educational
School Patronage:	Catholic
Total No. of Teaching Staff:	5
Current Enrolment:	69

POST DETAILS

Additional Information: This is a part-time position (2 days per week) shared between Castledonovan N.S. and Drimoleague Senior N.S

Responsibilities include, but are not limited to:

- Working in close cooperation with the principal
- Managing all financial records
- Assisting with the organisation of school events and activities.
- General secretarial and administrative duties
- Managing school correspondence
- Organising, maintaining, and updating school databases, records and filing systems
- Acting as the first point of contact for all visitors to the school

Essential skills/knowledge required:

- Confidentiality and discretion
- Proficiency in IT skills and experience of basic financial systems to enable maintenance of school financial records
- Strong organisational and administrative skills
- Flexibility
- Excellent interpersonal and communication skills and ability to work as part of a team

Desirable skills/ knowledge:

- Experience of operating databases such as OLCS, POD and Aladdin is desirable but not essential as training will be provided.

Other information:

- The position is subject to current Garda Vetting requirements, completion of Medmark Medical Clearance and a probationary period.
- The successful candidate will be required to undertake TUSLA child protection training.
- The Department of Education will pay the secretary a scaled salary based on years worked in a

school (See Circular 36/2022 Revision of Salaries and Annual Leave Arrangements for School Secretaries)

Application by post or by email.

APPLICATION REQUIREMENTS

- CV (Bound)
- Letter of Application
- Referees (name, role, contact no.)

Applications may be submitted by

- Email
- Post

APPLY TO THIS JOB VACANCY

Roll Number:	18296A
Apply To:	Secretary Board of Management, Drimoleague N.S., Drimoleague, Co. Cork or email to jobapplications@drimoleaguens.com
County:	Cork
Enquiries To:	principal@drimoleaguens.com or castledonovanns@gmail.com

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